

# **Request for Proposal**

## **For**

### **Redistricting Consultant**

#### **I. Purpose**

Section 3-103(2) of the Home Rule Charter of the City of New Orleans, requires that the City Council redistrict itself by ordinance within six months after the official publication by the United States of the population of the City by precinct, as enumerated in each decennial census. The Council is soliciting proposals from qualified professionals to provide advice to the Council and to its committees on how best to comply with this Charter requirement. The final plan must comply with all provisions of federal, state and local laws.

#### **II. Background**

Pursuant to the provisions of the Home Rule Charter and in accordance with Rule 42 of the Council of the City of New Orleans' Rules and Regulations, the Council is requesting proposals from experienced firms to aid with the redesign (reapportionment) of its voting districts based on official 2020 Census data.

#### **III. Scope of Service**

The Council is desirous of receiving proposals from qualified consultants with demonstrated experience in redistricting activities, geographic information systems, census data tabulation, and technical procedures related to the design/redesign of voting districts. Applicants must be qualified and knowledgeable of the Voting Right Act of 1965 and its amendments, federal law mandates, and traditional re-districting principles.

Applicants must be capable of designing/redesigning Council voting districts to meet legal requirements for reallocating population to meet the requirements of the Home Rule Charter. Applicants must be capable of providing copies of draft maps with possible and recommended redistricting solutions within 60 days of being selected as the contractor. Applicants must be able to provide reports detailing the population numbers in each scenario, including racial / ethnic category breakdown. Applicant must be willing to conduct at least two community meetings in each district to explain the process of redistricting and how it can affect the residents of that district. The first community meeting should be scheduled within 30 days of selection. Applicants will be expected to work with individual Councilmembers and Council staff throughout the process. Applicants will also be expected to work with the Council's communications consultant to provide the public with information on the redistricting process as it proceeds.

#### **IV. QUALIFICATIONS STATEMENT/CONTENTS OF PROPOSAL**

All responses should include:

1. A complete “consultant services questionnaire” using the format that is attached. Any subcontractors proposed to be used must also submit a complete questionnaire that must be attached to the prime firm’s questionnaire.
2. Professional experience and resumes of partners, principals, and employees who will be responsible for, and actively involved in, the provision of professional services for the Council (Key Personnel), including the appropriate evidence of accreditation, certification, and licensing in their profession.
3. A brief description of three or more assignments which best illustrate the respondent’s current qualifications relevant to the areas requested in this RFQ, including samples of work product and a brief description of the approach to be used by the firm.
4. Demonstrated ability to provide coverage for City Council matters related to this assignment when the principal consultant is unavailable because of other assignments, illness, vacation, or similar conflicting demands.
5. A list of professional labor fees for all personnel included in the respondent’s response to this RFQ and any others in respondent’s firm who may be called upon to perform work related to this RFQ, and a clear and concise statement that such professional labor fees throughout the contract term will be the most cost efficient and will not exceed the lowest professional labor fee for similarly situated clients of the firm.
6. An affidavit listing all persons with an ownership interest in the respondent. An “ownership interest” shall not be deemed to include ownership of stock in a publicly traded corporation or ownership of an interest in a mutual fund or trust that hold an interest in a publicly traded corporation. The affidavit is a public record.
7. An affidavit that no other person holds an ownership interest in the respondent via a counter letter.
8. A list of four references who are familiar with the work of the principals to be assigned to this project, with name, title, address, phone, fax number and email address of each.
9. A list of all persons, natural or artificial, who are retained by the respondent at the time of the application and/or who are expected to perform work as sub-contractors in

connection with the respondent's work for the City Council. The Council may require information on employees or sub-contractors of or ownership interests in the sub-contractor. This list is public record.

10. A brief statement on the proposed plan to make good faith efforts to comply with the City's equity goals and/or whether the respondent has made a good faith effort to comply with the equity goals contained in Chapter 70 of the City Code.

## **V. EVALUATION CRITERIA**

Responses will be evaluated on the following criteria:

- Qualifications and relevant experience of professionals to be assigned.
- Quality of work samples presented.
- Clear understanding by the respondent of work to be performed, and appropriateness of the proposed methodology along with a knowledge of local conditions.
- Capability and commitment to provide sufficient staff to complete the request timely.
- Information received from references.
- Location of the firm.
- Costs.
- Contractor's commitment to local worker participation
- Whether the respondent has made good-faith efforts to comply with the City's equity goals, as more fully set forth in Rule 42 and City Code Section 70-467.

## **VI. REQUEST FOR QUALIFICATION PROCESS**

If proposers have questions which may require information not included above, please provide them to the Council's Chief of Staff, Paul Harang, email [Paul.Harang@nola.gov](mailto:Paul.Harang@nola.gov), not less than three working days prior to responses being due. **No other written or oral communications from potential applicants regarding this proposal shall be made to any Councilmember or other City employee during this request for qualifications process.**

The final proposal must be received by the Council Chief of Staff by **4 p.m. on Friday, August 27, 2021**. Late proposals will not be considered. An electronic version of the proposal should also be submitted to the Chief of Staff at [Paul.Harang@nola.gov](mailto:Paul.Harang@nola.gov)..

Pursuant to Council Rule 42, an evaluation committee will review and evaluate the proposals and select qualified responses for referral to the Council.

## **VII. LENGTH OF CONTRACT**

All contracts are for a 12-month period.

## **VIII. INSPECTOR GENERAL**

Section 9-1120, Chapter 2 of the Code of the City of New Orleans, relative to the Office of Inspector General, provides in part as follows:

“Every city contract and every budget, proposal, application, or solicitation for a city contract, and every application for certification of eligibility for a city contract or program shall contain a statement that the corporation, partnership, or person understands and will abide by all provisions of this chapter.”

The Inspector General shall be notified in writing prior to any meeting of a selection or negotiation committee relating to the procurement of goods or services by the city, including meetings involving third party transactions. The notice required shall be given to the Inspector General as soon as possible after a meeting has been scheduled, but in no event later than twenty-four hours prior to the scheduled meeting.

The Inspector General may attend all city meetings relating to the procurement of goods or services as provided herein, and may pose questions and raise concerns consistent with the functions, authority, and powers of the Inspector General. An audio recorder or court stenographer may be utilized to record all selection or negotiation committee meetings attended by the Office of the Inspector General.

## **IX. ADDITIONAL INFORMATION**

The City of New Orleans is not liable for any costs incurred prior to entering into a formal written contract. Any costs incurred in the preparation of the statement of qualifications, interview, or other pre-contract activity are the responsibility of the respondent. All submissions become the property of the City and, as such, are public information.

The City Council reserves the right to accept or reject all responses submitted and to cancel the RFQ, in whole or in part, for any reason, in its sole judgment.

It is anticipated that the contractor will invoice the City monthly when billable activities have occurred within the month. Work shall be detailed in increments of one tenth/hour.

The contract with the City Council shall contain a provision that any sub-contractor proposed to be retained by the respondent to perform work on the contract with the City Council must be approved in accordance with the provisions of Council Rule 42. The Council may require information on ownership interests in the sub-contractor.

### **Consulting Services Questionnaire**

1. Project name:

2. Date Submitted:

3. Specify type of ownership and indicate if applicable:

\_\_\_Private corporation    \_\_\_Public corporation    \_\_\_Proprietorship

\_\_\_Partnership            \_\_\_Small business            \_\_\_Minority owned business

\_\_\_Woman owned business            \_\_\_Limited Liability Company

4a. Firm (or joint venture) name, mailing address, telephone number

4b. Firm's owners

4c. Name, title, telephone, fax number and e-mail address of principal to contact

4d. Name, title, telephone fax number and e-mail address of proposed project manager

5. Is submittal a joint venture?

a. If so, has joint venture worked together before?

b. If a joint venture, name of lead firm?

6. Summary of professional service fees received in (insert index number)

2021	2020	2019	2018	2017
( )	( )	( )	( )	( )

Use index below:

Index

- |                             |                               |
|-----------------------------|-------------------------------|
| 1. less than \$250,000      | 4. \$3,000,000 to \$6,000,000 |
| 2. \$250,000 to \$1,000,000 | 5. \$6,000,000 or greater     |
| 3. 1,000,000 to \$3,000,000 |                               |

7. Brief resumes of key persons anticipated for this project. Please indicate male/female Minority/majority and parish of domicile.
- a. Name and title
  - b. Project assignment
  - c. Name of firm by which employed full time and location of office
  - d. Years of experience with this firm  
With other firms in the New Orleans market
  - e. Highest Academic Degree: Year Received:  
  
Specialization:  
  
Other Professional Training:
  - f. Experience and qualification relevant to the proposed project
  - g. Names of public officials, political candidates and/or public agencies, especially in Louisiana for which the firm has provided service since July 1, 2013 with dates of the service and brief description.
  - h. Contracts using public funds (city, state or federal) administered by firm.
9. Work by personnel to be assigned to this job which best illustrates current qualifications relevant to this project (list not more than 5 projects including experience with governmental issues).
- a. Project Name & Location and Owner's Name
  - b. Project Description
  - c. Nature of Firm's responsibilities
  - d. Completion Date (Actual or Estimated)
  - e. Estimated Fees for Entire Project

10. Provide any additional information or description of resources supporting your firm's qualifications for the proposed project.
11. Provide three references including name/title, phone number, address, and e-mail address.